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MEMORANDUM FOR: Director of Central Intelligence
THROUGH: Deputy Director (Intelligence)
SUBJECT: Survey of the Foreign Documents Division by the
Inspector General

1. I have read with interest the survey of the Foreign Documents Division by representatives of the Office of the Inspector General, and, in general, I am in accord with the findings and recommendations.

2. I concur in recommendations A, B, C, and D. These recommendations can easily be implemented in part, but full implementation would require the additional manpower (T/O and ceiling) indicated in recommendation II A6. I will confer with the Assistant Director for Central Records in regard to implementation of recommendation B, and with the Assistant Director for Scientific Intelligence in regard to implementation of recommendation C.

3. I do not concur in recommendation E. The procedures recommended were in effect in FDD until recently. Experience showed that these procedures did not place sufficient responsibility on Section Chiefs, created a bottleneck in the Branch Chief's office and took time of the Branch Chief or his Deputy away from planning and management of operations. It was also found that, generally, effective supervision could be maintained through spot checking of the published reports by the Branch Chief.

4. From a study of this survey, it appears to me that personnel management and career service will also receive detailed treatment in the surveys of both the [REDACTED] and Contact Division, and, consequently, I would prefer to make no comment on recommendation F until the survey of this Office as a whole has been completed. I might mention, however, that the Chief, FID, has in effect a Career Management Staff composed of the Chief, the Deputy Chief, the Branch Chiefs, and senior staff officers, which has been meeting once a month for the past two and one-half years.

5. While I heartily endorse the intent of recommendation G, it is obviously not up to this Office to implement this recommendation.

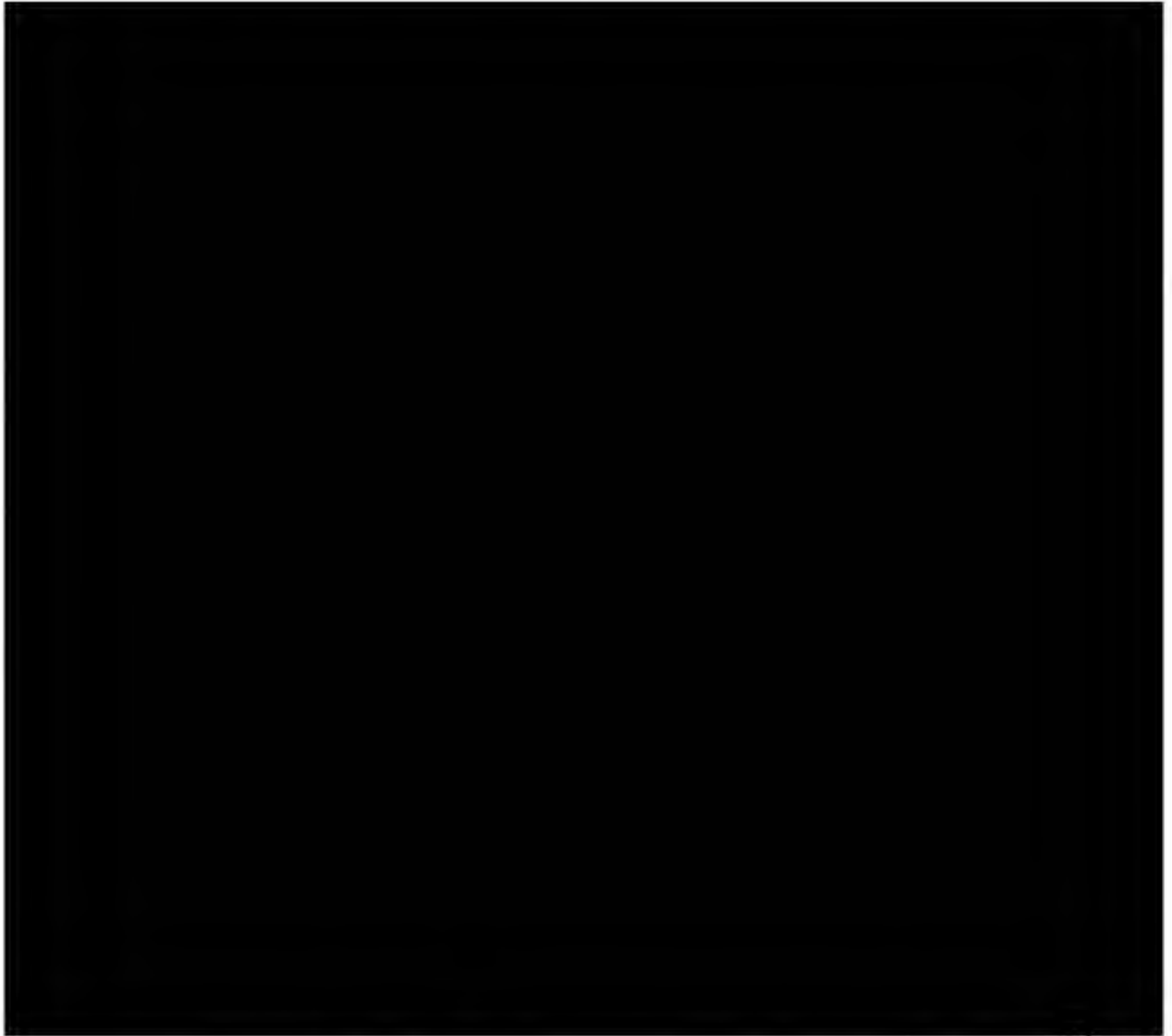
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7. I fully endorse recommendation I, although it is not one that this Office can implement by itself. During the past two years, we have suggested such a linguistic service several times, both for the DR/P in either Temporary J or K Building, and the AD/SI in Barton Hall. So far, space has not been made available. We would be delighted to initiate the service immediately if space is provided.

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8. I am generally in accord with recommendation J. However, the main difficulty has been in regard to the classification of proof-reading positions. Repeated attempts have been made to have these positions upgraded, but the Position Evaluation Division of the Office of Personnel has maintained that proof reading is a low grade clerical job and must even have other duties to warrant a GS-4. The Position Evaluation Division has reviewed these positions within the last three months. The level of proof reading will not improve until reclassification has been accomplished.

9. I should like to comment on two points which are not included in the recommendations.

a. In the survey, under Purpose and Scope, paragraph I B, it is stated, "At no time during the past 10 years has the principle of the FDD translating service as a service of common concern for the intelligence community been seriously questioned." I am not sure what this means, but to set the records straight, I should like to point out that FDD has never provided, and does not now provide nor contemplate providing a translation service to the IAC agencies as a service of common concern. This was deliberately omitted from NSCDD No. 16, and, further, it is specifically stated in CIA Regulation [REDACTED] that OO will, "Provide translation support to Agency components and when possible to other intelligence agencies." FDD has not the manpower to perform translation as a service of common concern, and, in addition, the majority of the IAC agencies have, in the past, stated a preference for having their own translation units or sections.

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b. Also, under Purpose and Scope, paragraph I F, there is a statement that, "There is much room for improvement in FDD on the selection and treatment of the materials available." The paragraph then goes into detail. I readily admit that there is always room for improvement in any activity, but I would like to point out that in the production of intelligence information, FDD is guided by the recommendations of the Subcommittee on Exploitation of Foreign Language Publications

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of the NSCID No. 16 Committee and continuing close liaison with
Agency and IAC analysts. The FDD production is directly
responsive to these requirements. Moreover, FDD is flexible
and is at all times ready to change its form of production to
meet the changing requirements of the Subcommittee.

SIGNED: [REDACTED]

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[REDACTED]
Assistant Director for Operations

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cc: Deputy Director (Intelligence)
Inspector General

Chief, FDD

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